



Minutes Waukesha County Board Executive Committee Meeting May 19, 2014

Chair Decker called the meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

Committee Members Present

Paul Decker (Chair)	James A. Heinrich	Peter M. Wolff (left at 8:56 a.m. & returned at 10:44 a.m.)
David D. Zimmermann	David W. Swan	Gilbert W. Yerke (left at 10:46 a.m.)
Walter L. Kolb		

Others Present

Chief of Staff Mark Mader	Office Services Coordinator Lisa Lake
UW-Extension Co-Director Melinda Stuart	Inspector Eric Severson
Deputy County Clerk Kelly Yaeger	Infrastructure Administrator Al Mundt
Director of Parks and Land Use Dale Shaver	Citizen Ron Frea
Internal Audit Manager Lori Schubert	Senior IT Professional John Gorski
Information Technology Manager Mike Biagioli	Senior IT Professional Paul Spanbauer
Accounting Services Manager Larry Dahl	Business Services & Collections Manager Andy Thelke

Correspondence

A list of correspondence was distributed.

Committee Welcome and Opening Remarks by County Board Chair

Decker congratulated committee members on the results of the recent election and welcomed them to the first committee meeting. Decker said as members of the county board, it is important to think and act strategically and with prudence for this term and beyond. Supervisors must look at issues with a governance perspective being mindful of their responsibilities to constituents. He is hopeful the board can work together at all times. Last week Decker and a team had the pleasure of defending Waukesha County's AAA/aaa bond rating to Moody's and Fitch. Waukesha County is fortunate from a fiduciary standpoint.

Nomination and Election of Committee Secretary

Motion: Heinrich moved, Yerke second, to elect Peter Wolff committee secretary. Motion carried 6-0 (Wolff abstained from voting).

Discuss Committee Duties and Responsibilities as Contained in the Code of Ordinances

Decker said it is important for committee members to read and understand chapter four of the county code. It is the executive committee's responsibility to develop long term plans with long range vision and strategic thinking. Work should be done in county board committees rather than on the board floor. It is the committee chairs' responsibility to adhere to agendas and open meetings laws and make sure all questions are answered satisfactorily.

Mader said it is the executive committee's responsibility to:

- Provide budget and policy oversight for the federated library system board, community development block grant board and department of UW-Extension.
- Formulate long-range capital and strategic plans.
- Make recommendations to the county board on county executive department head appointments.
- Approve changes to the county code.
- Review and approve audits, audit plans, intergovernmental agreements and the county's legislative priorities.
- Review automated systems.

Mader said it is important to follow agendas and open meetings laws. Supervisors should notify staff if unable to attend meetings to avoid potential quorum issues. Mader thanked supervisors for their efforts.

Decker said he feels strongly about having the auditor housed in the county board office. It is the responsibility of the auditor to audit the county's administration.

Wolff left the meeting at 8:56 a.m.

Swan said to remember that everyone has dignity and worth regardless of their opinions and urged supervisors' attendance at WCA and other events. Swan urged Decker to report on the many organizations he serves on as county board chair.

Discuss and Consider Ordinance 169-O-012: Authorize Waukesha County UW-Extension Office to Accept and Appropriate Funds from the Sheriff's Department for the Huber Garden Project

Motion: Swan moved, Heinrich second, to approve Ordinance 169-O-012.

Stuart and Lake reviewed ordinance 169-O-012, which authorizes UW-Extension to accept \$1,500 from the sheriff's department for the continuance of the huber gardens educational outreach project for huber inmates. In addition to tending the garden twice a week, inmates will learn about horticultural practices, food safety and financial literacy while partnering with the Wisconsin Nutrition Education Program. Harvested produce will be donated to local food pantries. Mader said the sheriff's department donation comes from asset forfeitures.

In response to Zimmermann's question, Stuart said this is the first time the sheriff's department has provided funding for this program. The program is usually funded through grants, foundations and food parties. In response to Swan's question, Stuart said sheriff's department staff coordinates and screens program participants. Fifteen inmates can work in the garden per week providing more than 200 available gardening opportunities annually.

Stuart said inmates who participate in the program have fewer disciplinary problems. Decker said inmates learn job skills while working in the garden, which reduces recidivism and leads to better citizens. Stuart invited the committee to view the gardens.

Motion carried 6-0.

Discuss and Consider Waukesha County's Contract for Newspaper Legal Publications and Notices

Yaeger said Waukesha Freeman, the county's current contracted newspaper for legal publications and notices, was the sole bidder for this contract. The cost per line remains the same at \$0.39 per line.

Motion: Yerke moved, Kolb second, to approve The Freeman's bid for legal publications and notices.

In response to Swan and Yerke's questions, Yaeger said the contract covers the cost of advertising legal publications and notices for the county board, elections, land use hearings, etc. The clerk of courts is responsible for publishing court notices.

Motion carried 6-0.

County Board Committee Reports by Committee Chairs for the Following 2014 Meetings:

Finance – May 7-Heinrich said the committee elected Larry Nelson finance committee vice president and Bill Zaborowski secretary. The committee approved the contract procurement process for design services on a road project and heard reports on the treasurer's office, investment policies, general and special revenue funds, department of administration, financial management, fund balance policies and bond ratings.

HHS – May 15-Yerke said the committee elected Paulson health and human services (HHS) committee vice chair and Brandtjen secretary. The committee approved three ordinances, had an educational overview of the DHHS, discussed the juvenile center boys and girls non-secure services and toured the juvenile center.

Waukesha County Historical Society Board-Yerke said the Tom Constable is filling in as executive director until someone can be hired for the position. The Waukesha County Historical Society Board is working with a caterer to help renew the courthouse for special events. Former supervisor Patricia Haukohl was nominated to be on the board of directors. A recently released report shows an increase in student groups visiting the museum. Students are charged \$5 to visit the museum.

Discuss and Consider Ordinance 169-O-011: Approval of Intergovernmental Agreement between the Waukesha County Housing Authority and the City of Waukesha Housing Authority for the Housing Choice Voucher Program

Shaver provided historical background information about Waukesha County Housing Authority (WCHA) and City of Waukesha Housing Authority (WHA). Shaver then explained that approval of this ordinance authorizes WCHA to enter into an intergovernmental agreement with WHA to provide legal authority to WHA to administer the Housing Choice Voucher Program (HCVP) throughout Waukesha County. WCHA's HCVP is currently administered separately by the WHA with allowable federal costs reimbursed. WHA analysis concluded that consolidation of HCVPs within Waukesha County could result in a net savings of approximately \$17,600 in 2014 mainly due to combining the accounting and audit processes.

In response to Kolb's questions, Shaver said WHA has administered HCVP for all of Waukesha County (except for the City of New Berlin that has its own housing authority) for quite some time without a contract. This ordinance puts a contract in place, allows WHA more flexibility with funding decisions and is approved by HUD. The county board may amend the intergovernmental agreement.

Yerke said it is important to educate communities about these changes.

Swan said many people say Waukesha County lacks affordable housing. Shaver said the recently amended county development plan deals with several issues including job growth and provisions for affordable housing.

In response to Swan's questions, Shaver said Waukesha County will not lose any authority because of this agreement. WHA will be required to send reports to HUD and Waukesha County for review. The agreement does not include an exit provision for Waukesha County but he could add termination language to the agreement and email it to the committee. Mader said such language would be outside the scope of the ordinance.

Motion: Yerke moved, Kolb second to approve Ordinance 169-O-011 with the caveat that termination language be added to the intergovernmental agreement.

Zimmermann asked why aren't all housing authorities in the county consolidated into one? Shaver said the city could take care of the voucher program for the entire county but there is a bonding issue that can only be done by WCHA. Decker said WCHA is needed in reserve in case something goes wrong. Swan said exit language needs to be included in the ordinance so future county boards are aware of the option. Mader said the materials recycling facility agreement included an "out clause". Shaver said he will add exit language to the agreement and the discussion will be documented in the minutes. Decker said that is the way we do it.

Motion carried 6-0.

Discuss and Consider Department of Health and Human Services (DHHS) Mental Health Division-Third Party Billing Audit Scope

Schubert reviewed the DHHS mental health division-third party billing audit scope including background information, revenue summary, projected levels of activity and proposed scope. The audit will determine the extent to which the county is maximizing revenues in accordance with industry best practices through billing to third party commercial carriers/insurance companies, Medicare and Medicaid. The audit will be contracted via the county's request for proposal (RFP) process and focus on efficiency and effectiveness of billing and coding practices for services performed. If suitable pricing is available, the audit will also examine the efficiency and effectiveness of new patient intakes.

In response to Heinrich's question, Schubert said the RFP will request separate pricing options for the primary and secondary objectives. This format has worked successfully in the past.

In response to Yerke's question regarding the implementation of DHHS's new billing system and the Affordable Care Act, Schubert said DHHS staff feel project timing is appropriate.

Motion: Heinrich moved, Zimmermann second, to approve the DHHS mental health division-third party billing audit scope. Motion carried 6-0.

Update on Information Technology Projects:

Biagioli and staff reviewed a handout titled *Information Technology Major Project Report Executive Committee 5/19/2014*.

Voice over Internet Protocol (VoIP) Phone Migration-

Mundt said the county undertook this capital effort to take advantage of evolving technologies and reduce the cost of telecommunication by transitioning off AT&T's Centrex phone system to an IP-based system. The project began in June 2013 with a small group of users piloting the new technology. Infrastructure to support VoIP was installed into the new HHS building and staff transitioned to the technology when they

moved into the building. The project was completed in April 2014, six months earlier than planned and will come in under budget. Project savings will be returned to telecommunications fund balance. The county will continue to evaluate remaining non-VoIP lines to maximize cost reduction opportunities. Thelke said VoIP will save departments a considerable amount of money. Biagioli said the county is in the process of negotiating an extended call area to further increase savings.

Spillman System Upgrade for Jail and Law Records-Biagioli said the Spillman System jail module upgrade was delayed until after the county transitioned off of the Spillman Computer Aided Dispatch (CAD) System to the Intergraph CAD System. The upgrade required a major overhaul of the physical server platform but overall will provide significant savings and improvements to the jail staff and administration. The project, funded with jail forfeitures, was completed in April and came in under budget.

Health and Human Services NetSmart System Implementation- Spanbauer said one of the goals of this project, which is scheduled to be completed this year, is to move data from servers to the cloud. The team is currently working on implementing the public health insight module, developing clinical workstation forms and testing the managed services organization module. The project schedule will be revised to incorporate additional AvatarPM training and reprioritization of ICD-10 and client funds management systems. Biagioli said the new system will fully automate a lot of processes, provide an electronic record keeping system and be completed this year. The original budget concept for this project was developed in the 1990 budget.

Workforce Management (IntelliTime)-Dahl said phase three of this five phase project is being implemented. Staff in phase three are participating in training and testing the system in parallel with the old system. Public works and parks and land use departments will transition to the new system in fall 2014 and HHS will transition in 2015. In response to Swan's question, public works will transition to the new system before the winter storm season begins.

Election System Upgrade-Gorski reviewed the project timeline outlined in the handout. The county received one response to the RFP for this project. Unfortunately, the responder's system will not be approved by the Wisconsin Government Accountability Board (GAB) (as required by the RFP) until after June 30, 2014. Other vendors did not respond to the RFP because their systems did not meet mandatory RFP requirements or GAB certification/approval. Waukesha County will re-issue an RFP in July 2014 extending the GAB approval date to October 30, 2014. Proposals will be due on August 7, 2014. If no election systems are able to receive GAB approval by the October 30, 2014 deadline, the project will be delayed until after the 2016 presidential election.

Kolb asked is the county currently using election software? Biagioli said the county is using election software but is unable to transmit results electronically. Instead, results are faxed into the county, verified for accuracy and posted online quickly. The objective of the RFP is to handle election results electronically. The GAB has not approved electronic transmissions for any vendor.

Yerke said it is important to share this timeline with the municipalities and discuss the issue with state legislators. In response to Swan's request, Yaeger explained the verification systems and redundancies built into Waukesha County's system and then reviewed the timeline outlined in the handout. Biagioli said he is 80% sure the county will have new election software for the 2016 presidential election. Gorski said there is risk with staying with current software.

Wolff returned to the meeting at 10:44 a.m. and Yerke left the meeting at 10:46 a.m.

County Website Redesign-Biagioli said the county is re-designing the main portal of www.waukeshacounty.gov to improve interactions with citizens and vendors. The new design will incorporate responsive web design (RWD) aimed at providing optimal viewing experience, easy reading and navigation with minimal resizing, panning and scrolling across a wide range of devices. Biagioli provided a virtual tour of the county's new website and explained that the content will constantly change and be refined based on click analysis. Initial production rollout is expected to occur mid-summer 2014.

Enterprise Content Management-Thelke said this project provides an automated process to capture, store, archive and manage the county's electronic documents/records and then Thelke reviewed the project information outlined in the handout. Biagioli said information technology staff are meeting with all departments to review records retention schedules. Meta data is collected on all e-documents to identify files, content and "destroy dates." Information should not be kept longer than required. It takes up space and can produce subsequent negative consequences.

Discuss and Consider the Following Appointments:

Motion: Heinrich moved, Swan second, to approve the following appointments en masse.

169-A-001: Mary Lodes to the Health & Human Services Board

169-A-002: Christine Howard to the Health & Human Services Board

169-A-003: Duane Paulson to the Health & Human Services Board

Motion carried 6-0.

County Board Committee Reports by Committee Chairs for the Following 2014 Meetings:

Public Works – May 15-Swan said the committee elected Keith Hammitt public works committee vice chair and Kathleen Cummings secretary. The committee approved three ordinances and two bids and heard updates on Waukesha County Road and Parking Lot Improvement Project, Wisconsin Counties Highway Association/Wisconsin Department of Transportation urban mowing policy and road projects.

Motion: Swan moved, Wolff second, to adjourn the meeting at 11:14 a.m. Motion carried 6-0.

Respectfully submitted,

Peter Wolff
Committee Secretary